EN – Document Title „LJ\_Title1“,   
Arial 18pt bold, centered, single line-height,   
paragraph-distance bottom 10pt

Document Title in German Language

First and last name of the first author  
First and last name of the second author etc. –  
Format „LJ\_AuthorName, Arial 9pt italic, centered, single line-height,  
Paragraph-distance top 12pt, bottom 8pt

Description of chair or section  
Department, Institute or company  
University  
Format „LJ\_AuthorInstitute  
Arial 9pt italic, centered, single Line-height,  
Paragraph-distance top 6pt, bottom 4pt

A

bstract of the present document. This is a concisely formulated summary of the scientific work (abstract). The format template "LJ\_Abstr.EN (step1)" is used for the document language English. The quick format "LJ\_Abstract\_DE" is especially intended for the translation in the following paragraph with the same content and has the appropriate spelling and hyphenation help in German.

[Keywords: about five keywords, keywording, categorizing, technical terms, square brackets]

K

urzbeschreibung: Formatierung „LJ\_Abstr.\_...“ (s.o.) zuzüglich einer Initiale. Die Formatierung der Abstracts geschieht im ersten Schritt über „LJ\_Abstract“. Font Times New Roman 10 pt fett/bold, Blocksatz/justified. Abstände: Zeichen 0,2 pt, Zeile einfach, Absatz unten 10 pt. Im zweiten Schritt folgt danach das Einfügen der Initiale mit dem Schnellformat „LJ\_Abstr.In“. – Der untere Abstract-Absatz wird in der zweiten Sprache verfasst (DE / EN).

[Schlüsselwörter: Times New Roman 9pt italic, justified. Single line spacing, paragraph 20pt bottom]

Headline Level 1: LJ 1 Headline

(First order chapter heading - LJ\_1Chapter. Times New Roman 10 pt. bold small caps, left justified, indent and special indent hanging 0.65 cm each, paragraph spacing before/after 20 pt./10 pt., single line spacing).

Headline Level 2: LJ 2 Headline

The *Headline LJ 2* *Headline* corresponds to the LJ 1 Headline with the exceptions of the indent and the second hierarchy level; indent 0.65 cm and special indent 1.15 cm hanging. The paragraph spacing Before is also only 10pt.

Headline Level 3: LJ 3 Headline

Die *Headline LJ 3* *Headline* corresponds to the LJ 2 Headline with the exception of the third hierarchy level.

Body

The *Body* in this template will always have an indent at the beginning of the paragraph. Exceptions are possible.

Quick template text body *LJ\_Body*: Times New Roman 10 pt. justified; special indent first line 0.65 mm; single line spacing, spacing after paragraph 10 pt.

In this way, the text is deliberately emphasized in its structure - especially also in interaction with a spacing after a paragraph integrated in the template. The scientific character of the text is emphasized and perceptible. A *well-structured text*, which is visible as such in its structure to the outside world, is easy and quick for the reader to grasp in terms of content.

Paragraph without indent

A paragraph without indentation can be created after a paragraph end (Return key) with a soft wrap (Shift and Enter or Return) or by using the quick template   
*LJ\_Text\_oE.* This is necessary if a section is to be deliberately interrupted, e.g. by a graphic or structured listing, and then continued.

Lists

Lists are preformatted with dots as enumeration characters in the quick format LJ\_Bullets. Adaptations are useful depending on the text content and can be easily set using the paragraph formatting in Word.

Images and Tables

For images there is a quick format template for positioning and for captions. Tables can be provided with a caption and a footer (see below).

Page Layout

inner and outer Form

For publication in the Logistics Journal, submitted articles must have as uniform an appearance as possible. To make work easier, file templates in various formats are provided to authors. Headers and footers with the *copyright, DOI, URN, etc.* will be added or adapted by the editors.

Page Format

The Word template is laid out in DIN A4 with margins of 3 cm at the top and bottom and 2 cm on the right and left.

Print Area

A *two-column layout* is provided for the Word document, which may be interrupted by wide illustrations (see Fig. 2) or for better presentation of certain contents. - Please note that frequent changes between one and two columns will make the document unstable and less legible.

Width per column (two-column): 8,17 cm

Column spacing: 0,65 cm

Maximum column width: 16,99 cm

Images

File Format for Images in MS Word

Pixel graphics in *Png format* are currently easiest to handle in Word. The image width over one column is max. 8.17 cm, over two columns max. 16.99 cm. The resolution should be at least 150 dpi and not exceed 600 dpi.

Vector graphics such as \*.eps or \*.ai are not suitable for Word, others such as \*.wmf and \*.emf do not always work equally well here.

Composition Hints for Images

If graphics are used that do not appear visually compact and uniform, it is advisable to frame them with a thin border (e.g. ¼ pt., black). Once a graphic is framed, it is recommended to apply this style to all graphics in the document.

Colors (own color system), grayscale, line weights and style (linear drawings, surface rendering, photos) and the illustrations themselves must be used sensibly, uniformly and consistently. Text within graphics must be clearly legible if the content is relevant (font size and contrast). Otherwise, text should appear as gray area or be omitted.

Effects such as shadows should be avoided as far as possible, or at least their use should be discreet and consistent.

Use of LJ Word-Template

Template Selection German / English

The Logistics Journal word template is available in German and English in order to provide the appropriate spelling correction and hyphenation for the individual formats within the overall document. For example, keywords are based on the same format, but the spelling and hyphenation are adapted to the respective language. A practiced use of the program Word is assumed.

Approach Suggestion

The following approach has already been tested and is a suitable way to bring the planned publication text into the intended format. It is only a suggestion, which may not always be the best. It is intended to simplify your work. If you know of other ways of doing this, please feel free to use them.

Preparation

A simple way to format the document is to first bring the text in sections and with headings (especially with a hard break – via the return key) unformatted in a \*.txt file and have it available. The document must structurally correspond to the template. The images should be in a Word-compatible format, like \*.png. Then proceed as described below.

Insert Contents

First, the author information is entered into the document. One paragraph is provided for each author. If there are many authors, it may be necessary to consider whether the same information about the institution can be combined and presented in a suitable form.

*To replace text passages* by copying them in, we recommend the method of placing the cursor between two still existing text elements and pasting the text copied into the clipboard there. Then delete the old text passages.

Insert text passages into the *short description/abstract*: Here, paste the designated text after the capital initial, then type the first letter on the left in the for-mat area of the existing initial as a capital letter and remove the old one.

*Keywords* – Insert the keywords in the square brackets behind the colon.

The first step is now completed by inserting the actual content with the *main text including headings and captions* in the - format as described in 4.2.1 - in the two-column layout.

Formatting – Use OF Quick Formats

Now we come to the second big step, formatting the main text with headings and captions. Where an *illustration* is to be placed later, a hard-line break is to be inserted via *Return*.

Headings and sections are formatted one after the other: A *mouse click at the end of the heading or section* and a mouse click on the desired *quick format* is sufficient. Fine tuning comes later.

This way (formatting of paragraphs at cursor position at the end of the paragraph), it is also possible to retain formatting that has previously been entered manually (especially italics in the body of the text, e.g. for formula lines or technical terms that are to be emphasized).

*Before inserting the figures in the last step*, the document should be saved and a backup copy made!

Formatting –   
Images and Fine Tuning

Inserting *images* may require patience depending on size, content and file format. Section changes, resizing and image position as well as text wrapping require patience and practice in Word. Especially here, it makes sense to make *a backup copy after each major step*.

*Enumerations and lists* can be formatted with the quick format template *"LJ\_Bullet\_List"*. Adjustments such as alphanumeric bullets are useful depending on the text content and can be easily set within this format using the paragraph formatting in Word. For example, the sections on *tips* were formatted in this way.

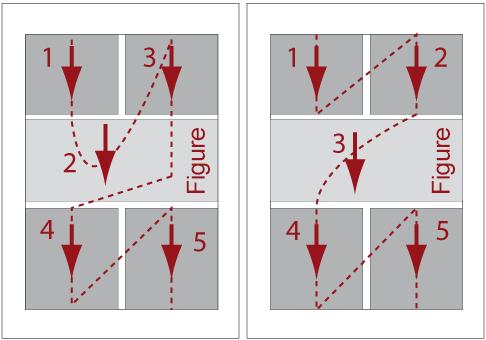
The *illustrations* (see Chapter 3.4) are inserted in the places provided for them (see also first section Chapter 4.2.3). As long as the illustrations are single-column, they are not difficult to handle.

For *wide figures that span two columns*, several aspects must be considered:

1. Visual impact/interference with the layout
2. Changing the course of the text or the direction in which it is read
3. Use of targeted text breaks

If many illustrations that extend beyond one column are to be used for a) the document can appear very restless and disjointed in an unfavorable case. To avoid this, place several illustrations directly behind each other or longer text passages in between. If these graphics are placed in the right places, the layout is loosened up in a positive sense.

Wide illustrations over two columns also have the effect of changing the course of the text or the reading flow (b), in that the columns are no longer read through to the bottom in one piece, but only to the illustration, regardless of whether the illustration on the left or right column causes the temporary reading stop. Below the image, reading continues in the left column. Here, only a careful look should decide whether the intended placement of the illustration is correct for the readability and the overall impression, or whether an optimization is necessary.



1. Text flow

The *page layout functions* *"Columns 🡪 single-column"* for illustrations and their captions and *"Wrap" with the options "Column" and "Continuous"* are particularly suitable for the use of targeted *text breaks*. The illustrations running over the entire width (wider than a column) are converted together with the captions into a single-column layout, whereby Word automatically inserts text breaks. Removing breaks, however, causes the formatting above the breaks to be dissolved. Therefore, *text and figure shifts* (see below) as well as *step-by-step backup files* with self-speaking naming are extremely helpful.

Tables. - As long as text documents contain only a few tables, they can be treated as figures by using a caption, such as: "Figure xy: Table comparison of data". Only for documents with a usually larger page count and/or many tables it is advisable to use table headings and to indicate source information to the tables directly under it, in order to be able to guarantee the comprehensibility better. Quick format templates: LJ\_Table\_EN and LJ\_TabReference\_EN.

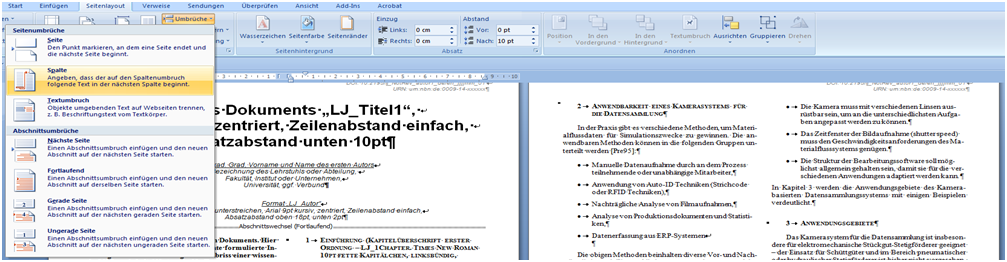
Moving text and figures as well as moving sections with the mouse - without 'copy and paste' - is often unavoidable after inserting figures for a good reading flow. In this case, it is a great relief if the marked text area to be moved can be moved to a position formatted with the same quick format. The formatting of the first character of the selection is decisive. If necessary, a section is to be set for this by means of Return, which is preformatted accordingly via a quick template.

When this is done and text sections and chapters are where they belong, a backup copy must be made again.

During the final fine tuning, the last "widows" and "orphans" must be eliminated and sensible text breaks in   
  
the text, the title, the headings, the captions, etc. must be carried out. Attention: The separators used in manual breaks are treated like letters in later text shifts within and are not reset in the active automatic separation for the break; they thus remain in the body text and present themselves as spelling errors. The search function for separators provides a remedy, but since many an MS Word reformats a common separator to a dash on its own, the document must be checked for the correct use of both separators "-" and "–".

1. Examples

Make a break start like a new line at the left margin: If the body of the text is interrupted by an image as in the following, the text continued after the image can be formatted up to its section end with the quick template "LJ\_Text\_oE" if the content requires it, in order to avoid indentation after a forced column break as shown at *this*



1. LJ\_Figure\_EN: Times New Roman 10 pt. left-aligned without typographic indentation

*point*. Here the wrap in the middle of the sentence to fill the line to the left margin.

The arrangement of images in the text can be realized in a variety of ways. Nam liber tempor cum soluta nobis eleifend congue cum soluta wesdr in a releifend.Lorem ipsum dolor sit amet, consec-tetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.



LE mit Etikett



LE ohne Etikett

1. Bilder von Ladeeinheiten mit und ohne Etikett

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1. Picking Systems

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| System | M | NA | WC [m] | L [m] | LC [m] | WA [m] | B [m] |
| 1 | 300 | 5 | 1,2 | 36 | 1 | 3,5 | 14 |
| 2 | 960 | 8 | 0,6 | 36 | 1 | 3,5 | 24,5 |
| 3 | 3600 | 10 | 0,2 | 36 | 1 | 3,5 | 31,5 |

Sadowsky, 2011

Additions / FAQs

*Where can I find the quick style sheets?* In the Word menu under *"Start* 🡪 *Style sheets” (fig. 4).*



1. Quick styles in the 'Start' menu

*Is there a way to reformat existing preformatted text so that special formatting such as italics within the text do not have to be picked out and reformatted individually?* Yes, by copying the text from the original and pasting it into the first section below the keywords, for example, and formatting it as in the tip in 5.2.3 - but: depending on the source format, messiness in the source text may take on strange forms and make it much more difficult to use.

*How can the good quality of vector graphics be transferred to Word so that fine lines as well as lettering are optimally displayed?* Graphics with fine lines and lettering that are available as vector graphics (Corel, Inks-cape, Visio, Illustrator) can be inserted with maximum quality by copying them from the respective application after making the appropriate selection and inserting them via Start/Paste/Insert Content/Picture(extendedmetafile). The possible error of distorting graphics cropped in Word during output is also eliminated in this way (see below).

*When does a frame around an image a) really make sense and b) how can it be easily realized?*   
(a) Illustrations that merge into white at the edge, i.e. end openly, do not appear closed in themselves and usually do not separate themselves sufficiently from the text. This often has an unclean effect and can restrict the flow of text and readability, especially in the case of graphics spanning two columns. In this case, it is advisable to frame not only individual graphics, but all of them (with the possible exception of photos).   
(b) Word offers "Graphic Frame" or "Shape Outline" for this purpose, depending on the graphic. By assigning color and line width (recommendation: black, ½ to 3/4 pt.), implementation is very easy. - The frame can be expanded and reduced using the "Crop" image function. If you want an inner distance to the frame, you can also achieve it via this. Further means are the scaling of the graphic and the application of the paragraph formats for horizontal arrangement.

Citing Style

The IEEE citation style is to be used ([see IEEE Citation Guidelines2.doc (ieee-dataport.org)](https://ieee-dataport.org/sites/default/files/analysis/27/IEEE%20Citation%20Guidelines.pdf)). References are to be placed in square brackets in the bibliography in the order of appearance [1]. In the bibliography of this template some examples are given [2]. These are to be replaced accordingly [3]. The use of citation software, such as Citavi, Mendeley, End-note, Zotero, etc. is also possible. In these applications, the citation style must be set to the IEEE Citation Style (named differently depending on the software, for example IEEE Editorial (German)).

Literature

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*--- Version 13/04/2023 ---*

*Revision 2023: Consolidation of improvements from 2016, 2020 and 2022 (functionality of figure referencing, mandatory citation).*

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